

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JULY 27, 2000
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Linda Steinman
Bernie Heier
Bob Workman

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Gwen Thorpe, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, JULY 18, 2000 AND THURSDAY, JULY 20, 2000

MOTION: Workman moved and Steinman seconded approval of the Staff Meeting minutes dated Tuesday, July 18, 2000 and Thursday, July 20, 2000. Workman, Steinman, Heier and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Lancaster County Juvenile Detention Center
- B. Lincoln Independent Business Association (LIBA) Schedule
- C. Correspondence from District Court Judge Jeffrey Cheuvront
- D. Maintenance Agreements
- E. Report on the Families First & Foremost (F³) Grant

ADDITIONS TO THE AGENDA

- A. Lancaster County Juvenile Detention Center

Heier reported that he had toured the site and had suggested that privacy be considered in the selection of glass for windows in the Staff Secure facility.

B. Lincoln Independent Business Association (LIBA) Schedule

The Board agreed that these members will meet with representatives of LIBA on the following dates:

August 29, 2000	Campbell, Heier
September 26, 2000	Workman, Steinman
October 31, 2000	Hudkins, Heier
November 28, 2000	Campbell, Workman
January 30, 2001	Steinman, Hudkins

C. Correspondence from District Court Judge Jeffre Chevront

Eagan presented a letter received from District Court Judge Jeffre Chevront indicating a potential safety hazard in his courtroom (Exhibit A).

The Board forwarded the letter to Don Killeen, County Property Manager, for investigation.

D. Maintenance Agreements

Eagan presented correspondence received from Don Thomas, County Engineer, asking for direction on maintenance agreements (Exhibit B).

The Board requested that additional discussion of the maintenance agreements be scheduled with Thomas and Kathy Smith, Assistant Purchasing Agent, on a Staff Meeting agenda.

Bruce Medcalf, County Clerk, appeared and said several departments have questioned whether a "fix-it fund" has been established for repairs.

Campbell said no, repairs to equipment not covered by maintenance agreements will be deducted from agency budgets. If this causes a budget shortfall, supplemental funds may be provided. She suggested that queries be forwarded to Dave Kroeker, Budget & Fiscal Officer.

E. Report on the Families First & Foremost (F³) Grant

Campbell said the Conveners Group met on Tuesday and requested a delineation of match. She noted that Gus Hitz, Assessment Center Director, is working on the issue of common databases and intensive training on wraparound services will be held in October.

Steinman reported that Centerpointe has requested five additional evening slots for youth at risk of entering the juvenile detention system. She said she had suggested to Sheryl Schrepf, Families First & Foremost (F³) Grant Director that this may be an appropriate project for F³.

3 COMPREHENSIVE PLAN AMENDMENT 00005, ACQUISITION OF CONSERVATION EASEMENT AT SOUTHWEST 70TH STREET AND OLD CHENEY ROAD, COUNTRYSIDE ESTATES 1ST ADDITION - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, said Countryside Estates 1st Addition Preliminary Plat and Community Unit Plan were approved with a condition that a permanent conservation easement be established over portions of four of the seven lots (Exhibit C). He said the County Board is now being asked to find that acquisition of the conservation easement is in conformance with the Comprehensive Plan.

Campbell asked whether the Planning Department tracks the location of community unit plans in the Agricultural (AG) District.

DeKalb said he will have that information plotted on a map for the Board.

4 REPORT ON CONSOLIDATION OF REGISTER OF DEEDS AND COUNTY ASSESSOR - Dave Kroeker and Dale Gruntorad, Cost Savings and Efficiencies Review Committee

Dale Gruntorad, Chair of the Lancaster County Consolidation Committee and member of the Cost Savings and Efficiencies Review Committee, presented *Potential Cost Savings and Increased Efficiencies Which May or May Not Be Realized from the Consolidation of the Offices of the Register of Deeds and the County Assessor* (Exhibit D), noting the following:

Possible Cost Savings

- Up to two full time equivalent positions (Potential savings of up to \$100,000 per year, including benefits)

Possible Efficiencies

- Accuracy of deed information and flagging of discrepancies earlier (Could be achieved by moving the mapping and Geographic Information System (GIS) departments and cross-training the staff)
- Time savings and better information available sooner for users of the information contained on the deeds filed (Saves labor by not having to research discrepancies)
- Less data entry (Entry into GIS base map would update all systems)
- Document scanning could be combined with records management

- O Uniform subdivision codes (Current lack of uniformity results in inefficiencies and confusion)

Gruntorad said a common database is crucial. He noted that the County Assessor's office is currently using the OASIS (computer assisted mass appraisal database) system and said it may be appropriate to move to ORACLE (relational database management system), although the cost would be significant.

Workman noted that Commissioner Hudkins was absent, but said he had asked what would happen to the Register of Deeds' functions if the State assumed the County Assessor's functions at some point in the future and the two offices were combined.

Gruntorad said if that occurred the functions would be split and the Register of Deeds' functions would be remain with the County.

Eagan noted that the County Board would need to take affirmative action for the County Assessor's functions to be transferred to the State.

Dave Kroeker, Budget & Fiscal Officer and member of the Cost Savings and Efficiencies Review Committee, said the Register of Deeds' fees would continue to go into the County General Fund even if the County Assessor's functions were assumed by the State.

Campbell noted that cross-training of employees contains the need for additional staff, citing the consolidation of motor vehicle functions under the County Treasurer as an example.

Heier asked whether the committee has a recommendation for the Board.

Gruntorad said it is evident that a difficult working relationship currently exists between the two entities and efficiencies will only result from cooperation or consolidation. He noted there is great reliance on the timely filing of deeds and said this should not be compromised.

MOTION: Heier moved and Steinman seconded to accept the report from the Cost Savings and Efficiencies Review Committee. Heier, Workman, Steinman and Campbell voted aye. Motion carried.

MOTION: Steinman moved and Workman seconded to schedule a public hearing on Tuesday, August 22nd at the County Board of Commissioners meeting to determine whether the consolidation of the Lancaster County Register of Deeds and Lancaster County Assessor's offices should be submitted to the registered voters for approval at the next general election. Heier, Workman, Steinman and Campbell voted aye. Motion carried.

The Board thanked Gruntorad and Kroeker for their service on the committee and the respective office holders for their cooperation and asked Eagan to send a letter to Charlie Weber, the third member of the committee, thanking him for his service and noting the date of the public hearing on the matter.

The Board also requested clarification from the County Attorney's office on the role of the County Board, collectively or individually, and the role of the other office holders in terms of a ballot issue and whether lobbying by elected officials, deputies or staff is permitted.

NOTE: Also in attendance were Norm Agena, County Assessor; Toni Drammeh, County Assessor's Office; Dan Nolte, Register of Deeds; Maura Tolzin, Deputy Register of Deeds; Dave Fall, Register of Deeds Office; Peter Katt, attorney representing Dan Nolte, Register of Deeds; Terry Adams, Deputy County Treasurer; and Chris Hain, Lincoln Journal-Star Newspaper.

5 FEES FOR SPECIAL DESIGNATED LICENSES - Bruce Medcalf, County Clerk; Gwen Thorpe, Deputy County Clerk

Gwen Thorpe, Deputy County Clerk, presented a letter from the Nebraska Liquor Control Commission indicating that, effective August 1, 2000, that body will not accept special designated license applications received less than ten working days prior to the date of the event (Exhibit E). In addition, special designated license fees will increase from \$25 to \$40, and new applications and renewals will increase from \$30 to \$45.

Bruce Medcalf, County Clerk, suggested that the filing requirement in *Procedures and Standards for Administrating Liquor License Applications in Lancaster County Nebraska* (See Exhibit E) be revised to require applications to be filed in the County Clerk's office at least 31, rather than 21, days prior to the date of the event to allow sufficient time for review and administration.

MOTION: Steinman moved and Heier seconded to request the County Attorney's office to review the County's liquor license policy and to schedule an item to increase the special designated license fees from \$25 to \$40 on the County Board of Commissioners meeting agenda. Steinman, Heier, Workman and Campbell voted aye. Motion carried.

MOTION: Steinman moved and Workman seconded to ask the County Attorney's office to draft revisions to the County's liquor license policy to mirror those of the Nebraska Liquor Control Commission and to change the filing requirement for special designated license applications to require them to be filed in the County Clerk's office at least 31, rather than 21, days prior to the date of the event. Steinman, Workman and Campbell voted aye. Heier was absent from voting. Motion carried.

Thorpe said a notice of the Nebraska Liquor Control Commission's change in requirements and fees will be placed in the Lincoln Journal-Star newspaper.

6 INFOSCRIBER - Dean Settle, Community Mental Health Center Director

Dean Settle, Community Mental Health Center Director, reported that the software which is currently used to track prescriptions and provide educational materials is inadequate. He said he has researched available software and believes InfoScribeL, which is currently being piloted in 10 regions, will meet the needs of the Community Mental Health Center. This touchscreen service faxes the prescription directly to the pharmacy, interrelates use of the medication with the patient's other medications, prints out educational material, and provides comparisons for doctors. Settle said the program is funded by drug companies and there is no charge for pilot participants, although there is a \$10 monthly user fee for each doctor or nurse utilizing the service and a \$150 charge for the touchscreen device.

Dave Johnson, Deputy County Attorney, said he has reviewed the proposed agreement and consulted with Sue Eckley, Workers' Compensation & Risk Management Manager, and Michael Herring, UNICO. He presented recommended changes to the contract (Exhibit G).

Settle noted that Information Services has reviewed the user agreement, hardware requirements and the software impact and has indicated that only a minimal update is required.

MOTION: Heier moved and Steinman seconded tentative approval of the InfoScribeL software, with the stipulation that the terms of the agreement must meet the approval of the County Attorney's office, which will then schedule the item for approval on the County Board of Commissioners meeting agenda. Heier, Steinman, Workman and Campbell voted aye. Motion carried.

7 EXECUTIVE SESSION - Diane Staab, Deputy County Attorney; Sue Eckley, Workers' Compensation & Risk Management Manager

MOTION: Steinman moved and Workman seconded to enter Executive Session at 10:30 a.m. for discussion of pending and potential litigation. Steinman, Heier, Workman and Campbell voted aye. Motion carried.

MOTION: Workman moved and Heier seconded to exit Executive Session at 11:08 a.m. Workman, Heier, Steinman and Campbell voted aye. Motion carried.

8 BENEFITS FOR JUVENILE EXPEDITER - Kit Boesch, Human Services Administrator

Item dropped from the agenda.

9 ACTION ITEMS

A. Microcomputer Requests:

1. County Treasurer, C#2000-238, \$554.19 from County Treasurer's Budget for Printer
2. District Court, C#2000-144, \$644 from the Microcomputer Fund for a Printer

MOTION: Steinman moved and Heier seconded approval. Steinman, Heier, Workman and Campbell voted aye. Motion carried.

B. Vacation Request from Dave Kroeker, Budget & Fiscal Officer, for August 10-18, 2000

MOTION: Heier moved and Steinman seconded approval. Heier, Steinman, Workman and Campbell voted aye. Motion carried.

10 ADMINISTRATIVE OFFICER REPORT

A. Request from Cedars Youth Services for Fee Increase

Eagan explained that the request is to increase the rate for residential care of probation youth from \$69.58 to \$73.40 per day. He noted that the Nebraska Department of Health and Human Services has approved the rate increase for State wards.

MOTION: Heier moved and Steinman seconded approval. Heier, Steinman, Workman and Campbell voted aye. Motion carried.

B. Salaries for Unrepresented, Unclassified Employees

John Cripe, Classification and Pay Manager, appeared and presented *Directors Salary Information, 2000-2001* (Exhibit H), noting estimated salaries for Fiscal Year 2000-01 are in the 4 percent range.

The Board asked the Personnel Department to provide market research for the attorneys and sheriff captains.

Cripe asked whether the Board would like to proceed with the same benefits and wage package for the unrepresented, classified employees as that which will apply to employees covered by the American Federation of State, County & Municipal Employees (AFSCME).

The Board authorized the Personnel Department to proceed in that manner.

C. Pension Review Committee

Eagan said Doug Cyr, a member of the Pension Review Committee, has suggested that committee be reconvened to look at assets and investment options. He noted that the County currently has three deferred compensation providers (Aetna, The Hartford and Nationwide Retirement Solutions) and suggested that the committee look at expanding the list of providers.

The Board concurred.

D. General Assistance Rental Increase

Campbell said this item will be scheduled for public hearing.

E. Letter from Randall Funding & Development, LLC

Eagan said the professional service contract with Griffin Grant Writing may not be assigned to the new partnership unless the County gives consent.

Workman questioned the effectiveness of the contract.

Eagan said the timing of the contract with Griffin Grant Writing made submission of requests for federal grants difficult this year, although a well defined list of priorities has been developed.

Steinman said the County will need to seek other funding sources for the programs established through the Families First & Foremost (F³) Grant Programs once that funding expires.

Eagan noted that the Governor is seeking a maintenance of effort on juvenile boarding contract costs. He said the County's development of alternative programs and wraparound services and how monies expended on the boarding contracts could have benefitted these efforts should be noted in discussions of the issue with the Governor.

F. Request from County Assessor for Additional Space

Norm Agena, County Assessor, appeared and said he plans to add two appraisers to his staff within the next 30-45 days, and needs additional office space. He proposed moving the Personal Property/Homestead Exemption staff to the empty space across the hall from the County Commissioners offices. The other option would be to convert the space currently utilized as a break room by the County Assessor, County Clerk and Register of Deeds' offices into office space.

Campbell said the County Board has discussed adding a Grants Manager, Deputy Chief Administrative Officer and receptionist and had planned to use this space. She suggested that another option may be to convert Conference Room 104 or Conference Room 105 into office space.

MOTION: Steinman moved and Workman seconded to refer the County Assessor's request and a letter explaining the County Board's plans to the Public Building Commission and to ask that body to look at the available space and a configuration that could accommodate both requests. Steinman, Workman, Heier and Campbell voted aye. Motion carried.

G. Appraisal on Vacated Portion of Liberty Lane

Eagan said Don Killeen, County Property Manager, has appraised the vacated portion of Liberty Lane at \$.14 per square foot.

11 DISCUSSION OF BOARD MEMBER MEETINGS

Workman indicated that he had attended a Symposium on Alcohol Abuse.

Workman also reported on the *Amercruise 2000* event held last weekend in Lincoln and suggested that the Board send a letter Mark Essman, Lincoln Convention & Visitors Bureau Director, thanking him for his efforts, with a copy to Paul McCue, Chamber of Commerce President.

The Board concurred with that suggestion.

12 CORRESPONDENCE TO THE COUNTY BOARD

Dean Settle, Community Mental Health Center Director, presented a letter to the Board detailing a critical systems failure which is impacting the Lancaster County Crisis Center (Exhibit F).

The Board scheduled discussion of the Crisis Center situation with Settle; Bill Bonacker, Mental Health Program Manager; Kim Etherton Crisis Center Program Supervisor; Matthew Acton, Deputy County Attorney; and Gordon Kissel, Legislative Consultant, on the August 10th Staff Meeting agenda.

Campbell, Steinman and Settle will meet with Ron Ross, Director of the Nebraska Department of Health & Human Services, and George Hanigan, Director of Behavioral Health for the Nebraska Department of Health and Human Services, on September 13th to discuss the issues detailed in the letter.

13 EMERGENCY ITEMS AND OTHER BUSINESS

Campbell noted that Workman will be meeting with attorneys from the County Attorney's Office, attorneys for the Lancaster County Agricultural Society and Lauren Wismer, Bond Counsel, on August 1st to discuss whether the County has the legal authority to enter into an interlocal agreement with Lancaster County Agricultural Society for the purpose of pledging county funds for repayment of bonds to build the Lancaster County Agricultural Society's Events Center.

14 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk